



City of Tillamook

The Dairylands

CITY MANAGER

\$80,000 — \$105,000

Plus Excellent Benefits

Applications due by 4:00 p.m. on

for consideration in the initial review process.

Open until filled.





WELCOME TO TILLAMOOK, OREGON

Just 74 miles west of Portland, Oregon, there's a place on the coast where open pastures outnumber open roads. Where rustic, weathered barns tuck into the landscape and towering spruce and fir canopy, windblown grasses, and saltwater bays. Tillamook's pastoral land on the Oregon coast, is home to some of the best the West has to offer. We have peacefully winding estuary rivers perfect for kayaking. Quilts of all colors and shapes adorn our barns and buildings. In labors of love, entrepreneurs craft wondrous products from our natural abundance while we gather fresh, delicious seafood from the nearby Pacific Ocean.

A place in Oregon's heartland, and the Pacific Northwest's heart. Tillamook has long been a hard-working community built around the area's timber, dairy and fishing industries. Today, with a rapidly growing tourism industry added to the mix, the city is enjoying a renaissance. Classic downtown buildings are being refurbished, new ones are being built, a new waste treatment plant has been constructed to serve future growth, and the Tillamook Urban Renewal Agency is at work revitalizing the city.

CITY SERVICES AND DEPARTMENTS

The City of Tillamook provides it's citizens with excellent customer service and works diligently to provide information and services through the following departments:

- Public Works—Water Services, Wastewater Management, Streets, Storm Drainage, Building Management, and Parks
- Police Department
- Administrative Services—Finance, Records, Human Resources, Planning, Utility Billing and Customer Service



MISSION STATEMENT

The mission of the City of Tillamook is to continue working for a safe, livable and economically viable community that promotes managed growth while maintaining small-town values.

CITY MANAGER POSITION

The City Manager is one of three key staff positions called for in the city charter, in addition to the City Recorder and Municipal Judge.

As the chief administrative officer, the City Manager is responsible for carrying out the policy decisions of the City Council and administering all facets of city government.

The City Manager oversees the daily business of the city and plans and directs the activities of the various city departments. They serve planning, development, personnel and budget officer and purchasing agent for the city. They also supervise the preparation of the city's annual budget, oversees all city property, acts as business agent for the Council in the sale of real estate and negotiation of franchises, contracts and leases.

Serving at the pleasure of the City Council, the City Manager oversees and coordinates the Council's projects and programs, in particular those relating to community health and welfare.

The City Manager is present at City Council meetings, advising the Council on city operations and assisting it in its deliberations. They are responsible for making sure that the provisions of all the city's ordinances are administered according to the wishes of the City Council. They work with various citizen, service, and business groups to help foster community development and represents the city to various interested organizations and agencies.

COMMITTEES

Under the Tillamook City Charter, the city government is led by an elected mayor and six City Councilors. The Mayor and City Council may appoint citizens to serve the city on committees to carry out various tasks in an advisory capacity to the Council.

- Budget Committee
- Finance Committee
- Public Safety Committee
- Public Works Committee
- Beautification, Parks, and Open Space
- Personnel Committee

DECISION-MAKING BODIES

Commissions and boards make independent decisions, and recommendations to the Council.

- Tillamook Planning Commission
- Tillamook Urban Renewal Board

QUALIFICATIONS

MANDATORY REQUIREMENTS: Broad knowledge of municipal government organization in the State of Oregon, powers, functions and relationships with other governmental jurisdictions; principles and practices of public budgeting, public works and safety, planning and community development, finance, and personnel management. Equivalent to a complete four-year university education and over five years responsible public or business management experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Incumbent must be bondable. Within six months of appointment, must reside within ten miles of the city limits of Tillamook.

DESIRABLE REQUIREMENTS: Possession of a Master's degree in a related field. Previous experience as a City Administrator/Manager in a city of comparable size. ICMA Certified Manager.

COMPENSATION AND BENEFITS

In addition to the negotiated salary, the City Manager receives benefits in the same manner as and equal to that which is provided to all other exempt, supervisory, and non-union employees of the City of Tillamook. Employer provided benefits include:

- 92.5% Paid Medical, Dental, and Vision Coverage, 7.5% Cost-Share
- VEBA contributions to cover the cost of employee's annual deductible by the City
 - Voluntary Deferred Compensation Program(s)
 - \$25,000 Paid Life and AD&D Insurance,
- Voluntary Supplemental Life Insurance, Short Term Disability, FSA, AFLAC
- Oregon PERS (City contributions to pension plan, 6% employee contribution to IAP)
 - Generous Vacation and Sick Leave
 - 12 Paid Holidays
- Employee Assistance Program and Wellness Benefits

